

Report for Week Ending 17 October 1956
from
FORMS MANAGEMENT STAFF

General Information

25X1A9a

1. Status of the new Personal History Statement, and "Periodic Supplement Personal History Statement" Form No. 444 and 444b respectively - [REDACTED]
First samples of the new Form No. 444b, have been received today from the Reproduction Plant. A cursory examination of this form reveals two or three very minor imperfections which will have to be taken care of when this form comes up for reprint. This form was discussed with Personnel and they apparently are very happy with it. Information has been received that the Printing Service Division is presently expecting to make delivery of Form No. 444, on Monday, 22 October 1956. 25X1A9a

2. Reproduction of Forms Overseas [REDACTED] - The following action has been taken on the list of 149 forms received through the Supply Division, Office of Logistics from Station No. 731:

Forms declared obsolete	9
Forms unauthorized for overseas use	22
Form negatives to be furnished	
Station	118

TOTAL 149

This list was returned to the Supply Division with the status of each form indicated thereon as an attachment to memorandum dated 16 October 1956.

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3. Forms Survey [REDACTED] - This project as previously indicated was initiated for the purpose of determining the active or inactive status of forms under the new numbering system which had not been ordered for at least 18 months.

The return of fifty-six of two hundred two questionnaires sent to various offices reveals twenty-three forms obsolete and thirty-three forms currently active.

Pending Action
DD/S AREA

25X1A9a

1. Revision of Forms in FHB 30-1500-1 [REDACTED] - Work on this project which is being accomplished for the Technical Accounting Staff, Office of the Comptroller is satisfactorily progressing. Preliminary drafts have been prepared on all of the twenty-four forms to be revised in this Handbook. Efforts are currently being made to arrange a meeting with Mr. [REDACTED] of TAS for the coordination of all these forms prior to printing.

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DD/P AREA

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1. "Transmittal of Inactive Project File," Form No. 1096 [REDACTED] - This new form, which is being developed for FI/RI, has taken an unusual amount of attention during the past week. This appeared to be due to the fact that there was such a large volume of material received in the office in such a disorganized way. After much effort a draft was finally accomplished and forwarded to the OPI for comments or concurrence. Request for a meeting was subsequently received from the OPI. This meeting is scheduled for three P.M. today.

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COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	3	1	1	1	6	3,550
Revision	1	1	4	1	7	62,600
Reprint	2	3	6	4	15	96,700
TOTAL	<u>6</u>	<u>5</u>	<u>11</u>	<u>6</u>	<u>28</u>	<u>162,850</u>

Redesignated - 1
Obsolete - 4

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	-	1	8	2	11
Revision	2	4	5	26	37
Reprint	1	-	-	8	9
TOTAL	<u>3</u>	<u>5</u>	<u>13</u>	<u>36</u>	<u>57</u>

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